

**CITY OF BEDFORD HEIGHTS, OHIO
NOTICE OF EXAMINATION
ENTRY-LEVEL POLICE OFFICER**

A competitive examination for the position of Entry-level Police Officer will be given on Saturday, April 11, 2015, at 9:00 a.m., at the Bedford Heights Community Center, 5615 Perkins Road, Bedford Heights, Ohio.

Civil service applications (not downloadable) may be picked up at the reception desk weekdays from 8:30 a.m. to 5:00 p.m. at 5661 Perkins Road, Bedford Heights, Ohio, from December 15 through December 30, 2014 (excluding December 24 and 25). Applications must be filed with the Civil Service Secretary weekdays from January 28 through February 19, 2015 (excluding February 16), 10:00 a.m. to 2:00 p.m. and 3:00 p.m. to 5:00 p.m. A \$25.00 non-refundable application fee is required when an application is filed.

An applicant must be a United States citizen or have declared intention to become a citizen, be able to read and write English, and be 21 years of age at the time of appointment.

The minimum passing score is 70% with extra credit given for military service, 4-year and 2-year degrees, residency and OPOTA certificate but only when the required documents are attached to the application. Additional information is included with the application and can also be viewed at www.bedfordheights.gov.

Applicants will be required to successfully complete, at their own expense, the physical agility test conducted by Cuyahoga Community College for the City of Bedford Heights. Certificates must be valid on the date of appointment. Contact Tri-C at (216) 987-5318 for further information about the physical agility test.

Applicants will be required to show a photo ID before admission to the examination. No cell phones, pagers or any other electronic devices will be permitted in the examination room. No applicant will be admitted into the examination room once the examination has started.

THE CITY OF BEDFORD HEIGHTS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.

By Order of the Bedford Heights Civil Service Commission
Eva C. Crail, Secretary

POLICE OFFICER EXAM

PLEASE READ CAREFULLY

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A \$25.00 non-refundable application fee is required when an application is filed.

Each applicant must be a citizen of the United States or have declared intention to become a citizen and be able to read and write English. Each applicant must have reached the age of 21 at the time of appointment.

Applicants must complete all parts of the application. Applications must be notarized, either by a notary public of your choosing or at city hall at the time of filing. Do not sign an application until a notary public can witness your signature. An application is not complete until all necessary documentation is attached to the application and the application fee has been paid.

Applicants scoring at least 70% on the examination will be given extra points for the following but only if properly marked documents have been attached to the application at the time of filing:

EDUCATIONAL CREDIT

4-year college degree

2 points

2-year college degree

1 point

ATTACH A PROPERLY MARKED OFFICIAL COLLEGE TRANSCRIPT SHOWING ATTAINMENT OF DEGREE - CIRCLE THE DEGREE - NO REPRODUCTIONS.

RESIDENCY CREDIT

1 point

Bedford Heights resident - 1-year minimum

ATTACH WRITTEN CONFIRMATION OF RESIDENCY IN THE FORM OF AN OCCUPANCY PERMIT FROM THE BEDFORD HEIGHTS BUILDING DEPARTMENT OR A LEASE THAT DOCUMENT THE ONE-YEAR MINIMUM.

VETERAN'S CREDIT

for service in the armed forces of the United States

5 points

ATTACH A DD-214 FORM SHOWING HONORABLE DISCHARGE OR HONORABLE SEPARATION FROM ACTIVE MILITARY SERVICE.

TRAINING CREDIT FOR ENTRY-LEVEL POLICE OFFICER EXAMINATIONS ONLY

O.P.O.T.A. Basic Police Officer Training

1 point

ATTACH A COPY OF THE O.P.O.T.A. CERTIFICATE

Successful applicants scoring at least 70% will be placed on an eligibility list. Applicants receiving like scores on the written examination, after extra credit is added, will be ranked on the eligibility list in the order their applications were filed or completed. An assessment process, demonstration of skills and psychological report along with a background investigation may be conducted as part of the interview process. An interview with the appointing authority will be required prior to appointment. Failure of any candidate to appear at the time requested for any part of the interview process shall be grounds for removal of the name from consideration.

Applicants will be required to successfully complete, at their own expense, the physical agility test conducted by Cuyahoga Community College for the City of Bedford Heights. Certificates must be valid on the date of appointment. For further information about the physical agility test required for applicants, please call Cuyahoga Community College at (216) 987-5318. If a conditional offer of employment is extended, the prospective employee will be required to pass a medical examination to insure that the prospective employee can perform all essential functions of the job.

Applicants will be required to show a photo ID before admission to the examination. **No cell phones, pagers or any other electronic devices will be permitted in the examination room. No applicant will be admitted into the examination room once the examination has started.**

Any questions should be directed to Eva Crail, Secretary, Civil Service Commission, at (440) 786-3213.